

## Random Selection Process for Athletic Fields

The City of Atlanta Office of Parks Ballfields Random Selection (RSP) process occurs three times a year (Spring, Summer, and Fall). Applications for the particular season are to be submitted to our office **ONE WEEK PRIOR TO Random Selection Process DATE**. In addition, a representative from the organization must be present at the meeting.

Your organization must also submit to us two (2) of the following items listed below to our office via email to [parksreservationist@atlantaga.gov](mailto:parksreservationist@atlantaga.gov) no later than the COB on **ONE WEEK PRIOR TO Random Selection Process DATE**.

- Incorporation documents issued by the Georgia Secretary of State
- By-laws of the organization
- A listing of all officers and the board of directors
- Documentation from the IRS granting non-profit status to the applicant or organization
- A complete membership roster, including first name, first initial of last name and last four digits of the person's social security number
- A listing of the organization's activities other than games or practices held at our sites

Late applicants will be allowed to participate in the RSP, but will be penalized in terms of when they may select a field and time. A representative from the organization still must be present at the meeting.

### **Definitions:**

**First Tier Organizations**—Organizations who meet the one week prior to random selection process deadline of submitting their application and supporting documents.

**Second Tier Organizations**—Organizations who **DO NOT** meet the one week prior to random selection process deadline of submitting their application and supporting documents.

If you are unable to provide the proper documentation, you will be ineligible to enter and participate in the random selection process. (Organizations that did not provide proper documentation can sign-up for dates that were not selected in the random selection process beginning at 10AM the **DAY AFTER the Random Selection Process**.)

### **Random Selection Process**

- Representatives from each organization sign-in.
- First tier organizations are identified and are assigned a number.
- Second tier organizations are identified and are assigned a number.
- The available parks with dates and times are listed.

- To establish order of selection, numbered balls are placed in a hopper. Each First Tier organization picks a number. That number determines the order of the First Tier organization's selection in the meeting. **Once all the First Tier organizations have selected, each Second Tier organization picks a number. That number determines the order of the Second Tier organization's selection in the meeting. (For example: If there are a total of 20 teams and 5 of them are First Tier organization, the highest a Second Tier organization could pick would be 6<sup>th</sup> place)**
- Round 1: The representative from the First Tier organization that drew the lowest numbered ball chooses one (1) park, and one (1) time slot, then the representative from the First Tier organization that drew the second-lowest numbered ball selects, and so on and so on until each organization from the First Tier chooses. Once all the First Tier organizations have selected, the representative from the Second Tier organization that drew the lowest numbered ball chooses one (1) park, and one (1) time slot, then the representative from the Second Tier organization that drew the second lowest numbered ball selects, and so on and so on until each organization from the Second Tier chooses.
- Round 2: First Tier organizations will pick in reverse order (the last First Tier organization will pick first and the first First Tier organization will select last) until each First Tier organization has chosen. Once all the First Tier organizations have selected, the Second Tier organizations will pick in reverse order (the last Second Tier organization will pick first and the first Second Tier organization will select last) until each Second Tier organization has chosen.
- This process will continue until the organizations have completed their selections.
- Organizations are able to trade parks, days and times once both parties have paid for their dates and times in full. Both organizations must be in agreement of this trade and must sign the appropriate trade form and submit.
- At the completion of the organizations selection, an invoice will be generated and all selections must be paid for via check or credit card no later than close of business the day of the random selection process. Upon receiving your invoice, you must pay for **ALL** of the dates you requested and were awarded during the random selection process. You will only be allowed to cancel 3 dates after receiving the invoice; the remaining dates must be paid in **FULL** in order to receive a permit to play. Until your invoice is paid in full, you will not receive a permit and will not be allowed to participate in future meetings. Also, if your organization is found playing on a field but have not paid for, you will be assessed the reservation fee, any current permits will be suspended and no future permits will be awarded until payment is received.
- If your organization cannot pay on the day of meeting or if the check or credit card that was provided by your organization does not clear, those selected fields will be released.
- Where an organization reserves a field through the random section process, and is no longer able to use it, the Office of Parks will provide an opportunity to other participants in the most recent process to reserve that field and time as follows:
  - Each organization will be contacted by the Office of Parks via the email address provided at the time of the most recent Random Selection Process. Organizations will be contacted in the order they were assigned in the

Selection Process (the "Order"). Organizations will receive a list of open dates and timeslots and parks.

- Each organization has an option of picking (one day, one timeslot at one park) or declining the option (the "Option"). The Organization must communicate its Option choice via email to the Office of Parks at the following email address: [parksreservationist@atlantaga.gov](mailto:parksreservationist@atlantaga.gov).
- If the City receives no communication at this address within one business day (5:00 pm on the business day immediately following the date of the email sent by the Office of Parks), or does not receive a conclusive decision from the organization within one business day, the organization will be deemed to have declined the Option.
- The Office of Parks will continue contacting organizations pursuant to the Order, contacting the next organization on the list each time a new slot becomes available.
- Where an organization declines an Option, it will not be contacted again until its name is reached again pursuant to the Order. Where an organization has selected an Option, it cannot provide that reservation to a different group.
- Please note: Where an organization participated in the most recent random selection process but did not secure its reservations because of failure to pay, or for any other reason did not complete the process, that team will not be included in the Order and will not be provided the Option of reserving the field.

#### **Another provision**

The City of Atlanta reserves the right to request that any league playing any sport on a field reserved by the RSP provide a roster of the teams within their league, and a roster of the players on each team. This information must be submitted no later than 1 week after the initial request. Where the City finds that 60% or more of the teams listed on a league's roster are also listed on another league's roster, the impacted leagues will be notified and will be required to modify their rosters in order to keep their permit and participate in the RSP. It shall be the responsibility of each league to contact the team(s) to determine which league it wishes to participate in. Team rosters must be modified and resubmitted no later than 2 weeks after the initial request. If the team rosters are not properly modified, the City reserves the right to revoke any violating league's reserved slot.

#### **Change of Procedure**

The Office of Parks reserves the right to deviate from the established written guidelines for the Random Selection Process for Athletic Fields. Where the change occurs during the process or exchange period, the City will seek the consent of the affected participants. Should the City decide to alter any rules, guidelines or other details regarding the Process prior to a Random Selection Process, it will do so at its own discretion, without seeking consent from the participants. The Office of Parks will notify in writing the following participants about the change: 1) Participants at the two most recent processes immediately prior to the change; and 2) any potential participants who have registered for the upcoming process.